

PORTSMOUTH POLICE COMMISSION
MINUTES OF THE DECEMBER 17, 2002 MEETING

Noon (Non-Public) 1:00 PM (Public)
Portsmouth Police Department - Wm. D. Mortimer Conference Room

John D. Kelley, Chairman
William F. Devine
Gerald Howe

- I. **CALL TO ORDER:** The chairman called the December 17, 2002 monthly Police Commission Meeting to order at 1:05 PM (*One cassette tape documenting this meeting is on file for reference*).

Present during public session: Commissioners Kelley, Devine, and Howe, Chief Russ, Deputy Chief Magnant, Budget Coordinator Karen Senecal, City Councilor Harold Whitehouse, and Executive Assistant Kathe Hoyt

- II. **PLEDGE OF ALLEGIANCE** was led by Deputy Chief Michael Magnant

- III. **ACCEPTANCE OF MINUTES:**

Action:

Commissioner Howe moved that the Board accept the minutes of the meeting held on November 19th 2002 and December 5th, 2002

Seconded by Commissioner Devine.

On a Roll Call Vote: the Board unanimously voted in favor of the motion.

- IV. **UNFINISHED BUSINESS:** None

- V. **NEW BUSINESS:**

A. POLICE COMMISSION:

1 Personnel Items that Require Action

A. Commissioner Howe moved that the Board accept the resignation of Carol Bryant, the Notification of Retirement from Kevin Semprini, and the Letter of Resignation from the S.E.R.T. by Sgt. Earl Case.

Seconded by Commissioner Devine.

On a Roll Call Vote: the Board unanimously voted in favor of the motion.

2. Schedule for FY '03 Monthly Police Commission Meetings

A. Commissioner Devine moved that the Board accept the schedule of FY '03 Monthly Police Commission Meetings as presented with the stipulation that they may be subject to circumstantial adjustment..

Seconded by Commissioner Howe

On a Roll Call Vote: The Board unanimously voted in favor of the motion

NOTE: Chief Russ clarified that Det. Kevin Semprini's Notification of Retirement applies to December 2005, and not December, 2002. The timing of the Notification is dictated by SOP.

B. CHIEF OF POLICE

1. Financial Reports

Financial Reports were presented by Budget Coordinator Karen Senecal

NOTE: Chief Russ commended Karen Senecal for the quality and detailed refinement of the budgeting and financial information now presented to the Chief and Commission. The Chief gave examples and pointed out the Department is more effectively managing its budget because of Karen's work, and therefore it is critical to the Department's fiscal management that it retain this civilian position. The Chief expanded on the intricate and complex involvement this position has with every Department Head, Special Team Director and Shift Commander.

Commissioner Devine questioned the security of standing inventories, noting a seemingly high figure of % of budget used for "Tires & Batteries". Karen Senecal explained our practice of bulk purchasing for discounts, at certain points during the year.

2. Donations for the Honor Guard

Chief Russ explained the purpose of the \$1,000.00 donation by the Roland Ferland family to the Portsmouth Police Honor Guard.

Action:

Commissioner Howe moved to accept the donation of \$1,000.00 from the Roland Ferland family and that it be forwarded to the City Council for their review and approval.

Seconded by Commissioner Devine

On a Roll Call Vote: The Board unanimously approved the motion.

NOTE: Chief Russ made special note of the work done by Captain John Yerardi of the Honor Guard team. Capt. Yerardi, working on his own time, coordinated the exceptional performance of the Portsmouth Guard at the Wake and Funeral of retired Officer Lloyd Tibbetts after his untimely death earlier this month.

3. Division and Team Reports

- A. Information Systems Report
- B. Accident Investigation Report
- C. Portsmouth Honor Guard Report

4. Letters of Thanks and Recognition from outside the Department

- A. Letter of Completion of Command Training Program from New England Institute for Sgt. Earl Case
- B. Letter of Commendation from U.S. Attorney's Office for Det. Steven Arnold for his work on the Blount cases.
- c. Receipt of Coast Guard Meritorious Team Commendation

C. PATROL SERVICES BUREAU:

1. Log Activity Reports were reviewed.
2. Status of Personnel Out Sick or Injured: Officer MacKenzie remains out injured and on light duty. Officer Evans had knee surgery for an on-duty injury, he is out injured. Captain Yerardi is out with an off-duty injury. He is on light duty for one week. Officer McQuate is back to work.
3. Update on Special Events Log: Events in December included the Tree Lighting Ceremony, and the Dec/Jan. celebration of the New Year. This event has been scaled back considerably . There will be a street dance and fireworks. The event will be sponsored by Pro Portsmouth.
4. Auxiliary Reports were presented: Commissioner Devine questioned lack of activity of a number of Auxiliary members. Chief and Deputy Chief clarified the numbers and offered to consult Cmdr. John Russo for further clarification.

D. CITY PROSECUTOR REPORT: Disposition Report for November.

E. BUREAU OF INVESTIGATIVE SERVICES: The monthly report was presented.

VI. OTHER BUSINESS

A. INCOMING CHIEF'S CONTRACT

Two originals were presented for the Commissioner's signatures. The contract has already been approved by the City Council.

B. RECOGNITION OF CHIEF RUSS' LAST MONTHLY COMMISSIONERS MEETING

C. EMERGENCY MANAGEMENT COMMAND AUTHORITY

Councilor Whitehouse asked for clarification on where command authority rests when the Emergency Response Center is activated. Chief Russ explained that the type of emergency dictates where command authority rests. Natural disasters are under the authority of the Fire Chief, as in the past. However, other types of disasters which result from criminal or terrorist type activities, or hostage situations, and therefore create a crime scene, would cause the command authority to rest with the Police Chief/S.E.R.T. Commander

Action:

Commissioner Devine motioned that the December 17th, 2002 meeting be adjourned.

Seconded by Commissioner Howe.

On a Roll Call Vote: The Board unanimously voted in favor of the motion at 2:15 PM.

VII. NEXT MEETING: TUESDAY, JANUARY 21, 2003
12:00 Noon - Non-Public Session
1:00 PM - Public Session

Respectfully Submitted By Kathleen Hoyt, Executive Assistant
Reviewed By Commissioner Gerald Howe, Clerk